



## RIDGEVIEW ELEMENTARY SCHOOL

1250 Mathers Avenue, West Vancouver, B.C. V7K 1W8  
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September 4<sup>th</sup>, 2008

Dear Parents/Guardians of Div. Five Students,

I would like to welcome you and your student to Division Five! I hope this year will be one of significant learning in and outside of the classroom. Learning that takes place in and out of the classroom is reciprocal and your role as a parent is vital to both. Therefore, I request your cooperation in the following ways.

First, attached to this letter is my classroom discipline plan. A discipline plan involves three components. First, it states the classroom rules, which I have set with the support of the students. Second, the plan outlines incentives for following the classroom rules. Finally, the plan explains corrective actions for misbehaviour.

The reasons for having a discipline plan are to set clear rules for students to follow, offer incentives for students to follow the rules, and ensure that students who do not follow the rules face equal consequences for misbehaviour. Pre-established consequences for misbehaviour prevent students from feeling they are being treated unfairly. The same is true for pre-established incentives.

Communication between the teacher and parent is critical to this plan as parents will be contacted if a student's misbehaviour becomes continuous. I also intend to contact parents when students are consistently behaving well. Please feel free to contact me by e-mail ([sslater@sd45.bc.ca](mailto:sslater@sd45.bc.ca)) if you have any questions about this plan.

A second form of cooperation from home concerns homework. As noted in the Ridgeview Handbook, grade five students are likely to receive less than an hour of homework about three times a week. Homework is intended to finish class work therefore students are likely to receive varying amounts of homework depending on how effectively they use their class time. Additional homework may come in the form of finishing major assignments and projects. Students are to fill out their planners daily stating homework and upcoming events. I request your cooperation in taking an interest in what students are doing for homework and assisting them when necessary. Discussions at home over concepts covered in class may deepen understanding of difficult topics. Students are responsible for their finished project or assignment, but discussions along the way are valuable.

I will communicate with parents about upcoming assignments and events by e-mail. Please e-mail me your e-mail address so that I can compile a class list. Hard copy permission forms will be sent home when a signature is required but all other communication will be via e-mail. This e-mail list will be kept confidential. I prefer to communicate by e-mail which I check several times a day.

I will maintain a class website throughout the year which will archive all relevant communications between teacher and parents (for example, this letter can be found on the website). The site will also state the homework for a particular week and provide some information on assignments as well as links to helpful websites for some subject areas. The website address is [www.ridgeview5.wikispaces.com](http://www.ridgeview5.wikispaces.com).

Further assistance throughout the year will be appreciated in the form of volunteers for special events. Thank you for your cooperation and I look forward to meeting you in the near future!

Yours truly,

Scott Slater